

14 MAY 1988

MEMORANDUM FOR: Director of European Analysis

VIA: Deputy Director for Administration
Deputy Director for Intelligence

FROM: John M. Ray
Director of Logistics

SUBJECT: Office Design for Renovated Space

1. The Chief, Headquarters Consolidation Staff (HCS) has advised me that he cannot complete the design of permanent quarters for the Office of European Analysis (EURA) in a timely fashion if the process gets bogged down in a debate over open landscape rules. The problem appears to be a desire by members of your staff to establish hardwalled private offices for senior analysts. The issue surfaced recently during design of temporary space for a EURA element. As you may be aware, given our severe limitations on space at the Headquarters Compound, we have no choice but to go with open-office landscaping. HCS recently suggested to the Management, Planning and Services Staff that we arrange a meeting between the architectural firm we have employed to do the design work for the renovation program and an appropriate Directorate of Intelligence delegation for the purpose of identifying acceptable alternatives that could be employed according to the desires of each Office. That offer was rejected, but I would like to offer it again to you. We would like to resolve this issue before the design for your Office begins, because the renovation program schedule leaves no room for extended debate during the design/construction cycle.

2. A major goal of the renovation program is to design maximum flexibility into our workspaces. Accordingly, the Agency has chosen to convert the original building to open-landscape office design, to design work areas around modular furniture and moveable acoustical partitions, and to install raised flooring throughout the work areas. This approach both optimizes flexibility and allows us to extract maximum use from the limited space available. It is a scheme that we are applying to the whole Headquarters Compound and elsewhere. The heating and air conditioning system installed in the original building is the type (constant volume) which operates most efficiently in large

OL 1050-88

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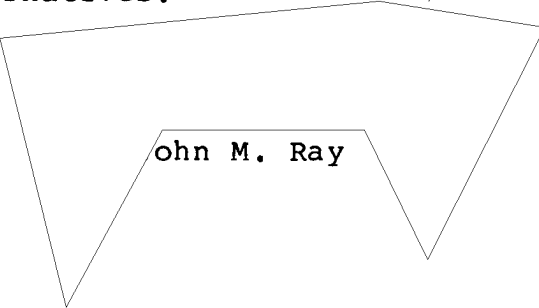
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open areas. For years, however, we have defeated the existing comfort systems with our emphasis on private offices. The open-landscape program is, therefore, also geared to regain optimum use of these systems.

3. It is clear that some private offices are required in the building, and that there must be an equitable standard for determining when they are allowed. One of the rules established early-on was that only managers down to Branch Chief level can have hardwalled private offices. This is a rule which can be enforced equitably across the Directorates. It is our understanding that one of the stipulations of the senior analyst program is that analysts so designated may not have management responsibilities.

4. Although the Office of European Analysis will be receiving badly needed expansion space in its new quarters, working conditions will not be luxurious, and there is no more space available. We believe that the extension of hardwalled private offices to non-managers reduces both flexibility and the already limited amount of usable space available to the Office. Deviation from the rules will only exacerbate the space situation. Consequently, we would prefer to work with you as soon as possible on acceptable alternatives.

STAT



ohn M. Ray

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OL/FMD/HCS Ray/retyped ba (12 May 88)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Senior Analyst Workstations

FROM:
Chief, Headquarters Consolidation Staff
3E14 HQ

EXTENSION

NO.

OL 1050-88

DATE

10 May 1988



TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
C/FMD/OL
3E14 HQ

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D/OI

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To 1 and 3:
Attached is a redo of our proposed memorandum from the D/L to D/EURA on the topic of private, hardwalled offices for Senior Analysts in the DI. I have enclosed as background my memo to our DI focal point for Backfill matters on this subject, and his response. We fear that if we cave on this one, a precedent will be set to cave in on additional items. It is an open-landscape issue in our eyes. If we are reading the leaves right, EURA will attempt to hold their design hostage over this point. The Backfill schedule can't withstand a lengthy debate over this.